

From:	Date:
Janitorial Contractor:	For month of:

Did the vendor provide janitorial services as contracted during the last month?	Yes	No
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During the past month has the contractor met the following requirements?

Twice Weekly Requirements:	Yes	No	If "No" Make Specific Comments
Spray buffed all hard surface floors?			

Weekly Requirements:	Yes	No	If "No" Make Specific Comments
Dusted all horizontal and vertical surfaces?			
Cleaned the front and sides of all vending machines?			
Picked up trash in parking lot and around the building?			

Monthly Requirements: Tasks must be performed within the first ten consecutive work days of each month.	Yes	No	If "No" Make Specific Comments
Cleaned and dusted all venetian/mini blinds?			
Thoroughly scrubbed all hard surface floors, removing all scuffs and black marks? Applied two (2) coats of skid proof wax?			
Cleaned all baseboards?			
Cleaned and dusted all vents?			
Vacuumed all cloth partitions? Cleaned bases and dusted tops?			

Quarterly Requirements: Tasks must be performed every quarter January, April, July and October.	Yes	No	<u>If "No" Make Specific Comments</u>
Cleaned both sides of all interior windows?			
Thoroughly washed and disinfected all wastebaskets?			
Cleaned all other interior glass surfaces?			

Semi-Annual Requirements: Tasks must be performed every six months in April and October.	Yes	No	<u>If "No" Make Specific Comments</u>
Stripped and refinished all VCT floors with 2 coats of skid-proof wax?			
Cleaned all carpets using wet extraction method? Provided 72 hours notice?			
Cleaned both sides of all exterior windows, including frames and mullions?			
Vacuumed all upholstered furniture?			

Monthly Restroom Requirements: Tasks must be performed within the first ten consecutive work days of each month.	Yes	No	<u>If "No" Make Specific Comments</u>
Cleaned and disinfected all walls?			
Machine scrubbed all restroom floors?			

Please rate the following daily requirements from 5 to 1. Click in the center of the box to place a checkmark under the rating you select.

5 – Excellent, 4 – Good, 3 – Average, 2 – Poor, 1 – Very Poor

Daily Requirements	5	4	3	2	1
Vacuumed all carpets, including entrance mats?					
Cleaned break room?					
Swept all hard surface floors?					
Damp mopped all hard surface floors?					
Removed cobwebs as needed?					
Cleaned both sides of entry glass, door frames, side panels, and transoms (inside and out)?					
Cleaned and disinfected drinking fountains?					
Emptied all wastebaskets and trash containers?					
Washed wastebaskets and replaced liners as needed?					
Spot cleaned carpets as spots appear?					
Removed all trash and swept front and rear entrances?					

Restroom Daily Requirements	5	4	3	2	1
Cleaned all surfaces for all restrooms?					
Cleaned toilet bowls, seats, urinals, hand basins, countertops, and walls around these fixtures?					
Cleaned all mirrors, bright work, chrome pipes and fittings?					
Cleaned all stall partitions, doors, door frames, and push plates?					
Emptied all trash containers and disposals, changing liners daily?					
Restocked dispensers to normal limits (soap, tissue, towels)?					
Wet mopped all restroom floors using a disinfectant?					

Additional Comments: